

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 21, 2005

Division: County Administrator

Bulk Item: Yes x No

Department: County Administrator

Staff Contact Person: Connie Cyr

AGENDA ITEM WORDING:

Approval of Consulting Agreement with Commonwealth Consulting Corporation for continuing consulting services.

ITEM BACKGROUND:

Commonwealth Consulting has worked for the County for ten years and has provided support and lobbying efforts for water quality improvements, Commissioner visits to Washington, DC, FEMA issues, etc.

PREVIOUS RELEVANT BOCC ACTION:

Approval of previous contracts.

CONTRACT/AGREEMENT CHANGES:

One year extension commencing on January 1, 2006 and ending on December 31, 2006.
Authority for County Administrator to have the option to extend the Agreement for an additional two one-year periods, subject to a negotiation of terms and Board of County Commissioners annual budget approval.

STAFF RECOMMENDATIONS:

Approval.

TOTAL COST: \$2,000 per month or \$6,000 per month **BUDGETED:** Yes X No
depending upon Tier + expenses

COST TO COUNTY: \$2,000 per month or \$6,000 per month **SOURCE OF FUNDS:** Ad Valorem
depending upon Tier + expenses

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty X OMB/Purchasing X Risk Management X

DIVISION DIRECTOR APPROVAL: Thomas J Willi
(Thomas J. Willi)

DOCUMENTATION: Included X Not Required

DISPOSITION: **AGENDA ITEM #**

17. $\frac{1}{2}$ 18. $\frac{1}{2}$

CONTRACT SUMMARY					
Contract with:	<u>Commonwealth</u>	Contract #	<u> </u>		
		Effective Date:	<u>1/1/06</u>		
		Expiration Date:	<u>12/31/05</u>		
Contract Purpose/Description: _____ _____ _____					
Contract Manager: <u>Connie Cyr</u> <u>4443</u> <u>County Administrator/Stop #1</u> (Name) (Ext.) (Department/Stop #)					
for BOCC meeting on <u>12/21/05</u> Agenda Deadline: <u>12/6/05</u>					

CONTRACT COSTS				
Total Dollar Value of Contract: \$	Depending upon work and Tier Level	Current Year Portion: \$		
Budgeted? Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Account Codes:	00101-530310-	
Grant: \$			-	-
County Match: \$			-	-
			-	-

CONTRACT REVIEW				
	Date In	Changes Needed Yes <input type="checkbox"/> No <input type="checkbox"/>	Reviewer	Date Out
Division Director	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Risk Management	<u>12-1-05</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>M. Slawski</u>	<u>12-1-05</u>
^{PL} O.M.B./Purchasing	_____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>12/6/05</u>
County Attorney	<u>12/1/05</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>12/1/05</u>
Comments: _____				

CONSULTING AGREEMENT

This Agreement is entered into on this the _____ day of December, 2005, by and between MONROE COUNTY (County), a political subdivision of the State of Florida, and COMMONWEALTH CONSULTING CORPORATION (Consultant).

1. **SCOPE OF CONTRACT:** Consultant will assist County by providing government relations, planning and public relations support with respect to matters relating to the Department of Defense, including base closure, base re-use, and other matters; wastewater and other environmental issues; and other matters as determined by the County.

In performing this Agreement, Consultant shall comply with all applicable laws, rules, regulations, and policies of the United States of America or any jurisdiction where Consultant's services are to be performed and shall save County harmless from Consultant's failure to do so.

2. **TERMS:** This Agreement is intended to be for a period of one year, commencing on January 1, 2006 and ending on December 31, 2006. At the end of this period, the County Administrator shall have the option to extend the Agreement for an additional two one-year periods, subject to a renegotiation of terms and Board of County Commissioners annual budget approval. During the course of this Agreement should either party seek to terminate this Agreement, it shall so state, in writing. Termination shall be effective 60 days after receipt of said written notice of termination.

3. **FEES:** As it is anticipated that the level of effort necessary to perform this Agreement will vary depending on the County's requested services, a two-tiered fee structure will apply. Progression from Tier 1 to Tier 2 will occur only upon mutual agreement of County and the Consultant.

Tier 1 - Preliminary efforts of the Consultant on behalf of County may require only monitoring and liaison with the Executive and Legislative branches of the federal government. In return for the performance of Tier 1 services, County agrees to compensate Consultant \$2,000 per month payable monthly in arrears. Payment shall be made in US dollars by check.

Tier 2 - However, it may be that a more vigorous and sustained effort on various issues will be necessary. Should County elect to progress to a Tier 2 level of performance, County agrees to compensate Consultant \$6,000 per month payable monthly in arrears. Payment shall be made in US dollars by check.

In addition to such fees, County shall reimburse the Consultant's expenses for travel (to the extent allowed by Sec. 112.061, FS), courier, long distance telephone, printing, or unusual expenses incurred in connection with the provision of services under this Agreement. It is anticipated that Consultant will be required to travel to Monroe County several times during the course of this Agreement. All travel must be approved by the County Administrator in advance.

Further, Consultant understands and agrees that if this Agreement should be terminated for any reason, payment of all expenses and fees incurred to the termination date will be made within 30 days of such termination.

4. MISCELLANEOUS PROVISIONS:

a) Consultant shall maintain all books, records, and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. Each party to this Agreement or their authorized representatives shall have reasonable and timely access to such records of each other party to this Agreement for public records purposes during the term of the Agreement and for four years following the termination of this Agreement.

b) Governing Law, Venue, Interpretation, Costs, and Fees: This Agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to contracts made and to be performed entirely in the State.

In the event that any cause of action or administrative proceeding is instituted for the enforcement or interpretation of this Agreement, the County and Consultant agree that venue will lie in the appropriate court or before the appropriate administrative body in Monroe County, Florida.

The County and Consultant agree that, in the event of conflicting interpretations of the terms or a term of this Agreement by or between any of them the issue shall be submitted to mediation prior to the institution of any other administrative or legal proceeding.

c) Severability. If any term, covenant, condition or provision of this Agreement (or the application thereof to any circumstance or person) shall be declared invalid or unenforceable to any extent by a court of competent jurisdiction, the remaining terms, covenants, conditions and provisions of this Agreement, shall not be affected thereby; and each remaining term, covenant, condition and provision of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law unless the enforcement of the remaining terms, covenants, conditions and provisions of this Agreement would prevent the accomplishment of the original intent of this Agreement. The County and Consultant agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

d) Attorney's Fees and Costs. The County and Consultant agree that in the event any cause of action or administrative proceeding is initiated or defended by any party relative to the enforcement or interpretation of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, court costs, investigative, and out-of-pocket expenses, as an award against the non-prevailing party, and shall include attorney's fees, courts costs, investigative, and out-of-pocket expenses in appellate proceedings. Mediation proceedings initiated and conducted pursuant to this Agreement shall be in accordance with the Florida Rules of Civil Procedure and usual and customary procedures required by the circuit court of Monroe County.

e) Binding Effect. The terms, covenants, conditions, and provisions of this Agreement shall bind and inure to the benefit of the County and Consultant and their respective legal representatives, successors, and assigns.

f) Authority. Each party represents and warrants to the other that the execution, delivery and performance of this Agreement have been duly authorized by all necessary County and corporate action, as required by law.

g) Adjudication of Disputes or Disagreements. County and Consultant agree that all disputes and disagreements shall be attempted to be resolved by meet and confer sessions between representatives of each of the parties. If no resolution can be agreed upon within 30 days after the first meet and confer session, the issue or issues shall be discussed at a public meeting of the Board of County Commissioners. If the issue or issues are still not resolved to the satisfaction of the parties, then any party shall have the right to seek such relief or remedy as may be provided by this Agreement or by Florida law.

h) Nondiscrimination. County and Consultant agree that there will be no discrimination against any person, and it is expressly understood that upon a determination by a court of competent jurisdiction that discrimination has occurred, this Agreement automatically terminates without any further action on the part of any party, effective the date of the court order. County or Consultant agree to comply with all Federal and Florida statutes, and all local ordinances, as applicable, relating to nondiscrimination. These include but are not limited to:

1) Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin.

2) Title IX of the Education Amendment of 1972, as amended (20 USC ss. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex.

3) Section 504 of the Rehabilitation Act of 1973, as amended (20 USC s. 794), which prohibits discrimination on the basis of handicaps.

4) The Age Discrimination Act of 1975, as amended (42 USC ss. 6101-6107) which prohibits discrimination on the basis of age.

5) The Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse.

6) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism.

7) The Public Health Service Act of 1912, ss. 523 and 527 (42 USC ss. 690dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records.

8) Title VIII of the Civil Rights Act of 1968 (42 USC s. et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing.

9) The Americans with Disabilities Act of 1990 (42 USC s. 1201 Note), as may be amended from time to time, relating to nondiscrimination on the basis of disability.

10) Any other nondiscrimination provisions in any Federal or state statutes which may apply to the parties to, or the subject matter of, this Agreement.

i) Cooperation. In the event any administrative or legal proceeding is instituted against either party relating to the formation, execution, performance, or breach of this Agreement, County and Consultant agree to participate, to the extent required by the other party, in all proceedings, hearings, processes, meetings, and other activities related to the substance of this Agreement or provision of the services under this Agreement. County and Consultant specifically agree that no party to this Agreement shall be required to enter into any arbitration proceedings related to this Agreement.

j) Covenant of No Interest. County and Consultant covenant that neither presently has any interest, and shall not acquire any interest, which would conflict in any manner or degree with its performance under this Agreement, and that only interest of each is to perform and receive benefits as recited in this Agreement.

k) Code of Ethics. County agrees that officers and employees of the County recognize and will be required to comply with the standards of conduct for public officers and employees as delineated in Section 112.313, Florida Statutes, regarding, but not limited to, solicitation or acceptance of gifts; doing business with one's agency; unauthorized compensation; misuse of public position, conflicting employment or contractual relationship; and disclosure or use of certain information.

l) No Solicitation/Payment. The County and Consultant warrant that, in respect to itself, it has neither employed nor retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for it, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of the provision, the Consultant agrees that the County shall have the right to terminate this Agreement without liability and, at its discretion, to offset from monies owed, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

m) Public Access. The County and Consultant shall allow and permit reasonable access to, and inspection of, all documents, papers, letters or other materials in its possession or under its control subject to the provisions of Chapter 119, Florida Statutes, and made or received by the County and Consultant in conjunction with this Agreement; and the County shall have the right to unilaterally cancel this Agreement upon violation of this provision by Consultant.

n) Non-Waiver of Immunity. Notwithstanding the provisions of Sec. 286.28, Florida Statutes, the participation of the County and the Consultant in this Agreement and the acquisition of any commercial liability insurance coverage, self-insurance coverage, or local government liability insurance pool coverage shall not be deemed a waiver of immunity to the extent of liability coverage, nor shall any contract entered into by the County be required to contain any provision for waiver.

o) Privileges and Immunities. All of the privileges and immunities from liability, exemptions from laws, ordinances, and rules and pensions and relief, disability, workers' compensation, and other benefits which apply to the activity of officers, agents, or employees of any public agents or employees of the County, when performing their respective functions under this Agreement within the territorial limits of the County shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents, volunteers, or employees outside the territorial limits of the County.

p) Legal Obligations and Responsibilities: Non-Delegation of Constitutional or Statutory Duties. This Agreement is not intended to, nor shall it be construed as, relieving any participating entity from any obligation or responsibility imposed upon the entity by law except to the extent of actual and timely performance thereof by any participating entity, in which case the performance may be offered in satisfaction of the obligation or responsibility. Further, this Agreement is not intended to, nor shall it be construed as, authorizing the delegation of the constitutional or statutory duties of the County, except to the extent permitted by the Florida constitution, state statute, and case law.

q) Non-Reliance by Non-Parties. No person or entity shall be entitled to rely upon the terms, or any of them, of this Agreement to enforce or attempt to enforce any

third-party claim or entitlement to or benefit of any service or program contemplated hereunder, and the County and the Consultant agree that neither the County nor the Consultant or any agent, officer, or employee of either shall have the authority to inform, counsel, or otherwise indicate that any particular individual or group of individuals, entity or entities, have entitlements or benefits under this Agreement separate and apart, inferior to, or superior to the community in general or for the purposes contemplated in this Agreement.

r) Attestations. Consultant agrees to execute such documents as the County may reasonably require, to include a Public Entity Crime Statement, an Ethics Statement, and a Drug-Free Workplace Statement.

s) No Personal Liability. No covenant or agreement contained herein shall be deemed to be a covenant or agreement of any member, officer, agent or employee of Monroe County in his or her individual capacity, and no member, officer, agent or employee of Monroe County shall be liable personally on this Agreement or be subject to any personal liability or accountability by reason of the execution of this Agreement.

t) Execution in Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original, all of which taken together shall constitute one and the same instrument and any of the parties hereto may execute this Agreement by signing any such counterpart.

u) Section Headings. Section headings have been inserted in this Agreement as a matter of convenience of reference only, and it is agreed that such section headings are not a part of this Agreement and will not be used in the interpretation of any provision of this Agreement.

5. Notice: All notices provided for herein shall be sent by certified mail, postage prepaid, and addressed as follows:

County
County Administrator
1100 Simonton Street
Key West, FL 33040

Consultant
Commonwealth Consulting Corporation
9507 Beach Mill Road
Great Falls, VA 22066

6. Consultant must have in force and effect during the term of this Agreement the insurance described in Exhibit A. Exhibit A is attached to this Agreement and made a part of it.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

(SEAL)
ATTEST: DANNY L. KOLHAGE, CLERK

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Deputy Clerk

By _____
Mayor/Chairperson

(CORPORATE SEAL)
ATTEST:

COMMONWEALTH CONSULTING CORP.

By _____
Secretary

By Christopher M. Lehman
Christopher M. Lehman, President

jconccc

MONROE COUNTY ATTORNEY
APPROVED AND FORWARDED
JANNE A. HUTTON
COUNTY ATTORNEY
12/01/05

EXHIBIT A

The **Tier I** remuneration level covers basic support services, including the monitoring of Congressional actions and providing legislative support to the County. This consists of arranging meetings; meeting with Congressional staff; drafting letters and memoranda. This level of effort would require approximately 10 to 15 man-hours per month.

The **Tier II** remuneration level would be appropriate when the level of effort increases to more than 20 man-hours of effort per month. This level of effort would be required when a legislative or public affairs campaign was required on issues such as Federal funding for wastewater and storm water, military base closure, or transportation funding initiatives.

**LOBBYING AND CONFLICT OF INTEREST CLAUSE
SWORN STATEMENT UNDER ORDINANCE NO. 010-1990
MONROE COUNTY, FLORIDA**

ETHICS CLAUSE

Commonwealth Consulting Corporation warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former County officer or employee in violation of Section 2 of Ordinance No. 10-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 10-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.

Christopher M. Lehman
(signature)

Date: 11-22-05

STATE OF Maryland
COUNTY OF Prince George's

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Christopher M. Lehman who, after first being sworn by me, affixed his/her signature (name of individual signing) in the space provided above on this 22nd day of November, 2005.

Dana L. Denney
NOTARY PUBLIC

My commission expires: June 16, 2008

Public Entity Crime Statement

“A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or a public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

MONROE COUNTY, FLORIDA

Request For Waiver of Insurance Requirements

It is requested that the insurance requirements, as specified in the County's Schedule of Insurance Requirements, be waived or modified on the following contract.

Contractor: Commonwealth Consulting Corporation
 Contract for: Consulting Services
 Address of Contractor: 1800 North Kent Street, Suite 907
Arlington, VA 22209
 Phone: 703-524-0026
 Scope of Work: Government relations, planning and
public relations.

Reason for Waiver: Contractor holds comparable insurance coverage
specifically designed for professional service firms.
 Policies Waiver will apply to: Waive County's specific requirements & accept in lieu
thereof contractor's existing insurance policies.

Signature of Contractor: 

Approved _____

Not Approved _____

Risk Management _____

Date _____

County Administrator appeal:

Approved: _____

Not Approved: _____

Date: _____

Board of County Commissioners appeal:

Approved: _____

Not Approved: _____

Meeting Date: _____

Administration Instruction
#4709.6